



# JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: [jeffersoncountywi.gov](http://jeffersoncountywi.gov)

**"Jefferson County: Responsible government  
advancing quality of life"**

**BEN WEHMEIER**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary

## MEMORANDUM

**TO:** Editors

**FROM:** Ben Wehmeier, County Administrator

**DATE:** February 4 2016

**SUBJECT:** JEFFERSON COUNTY Meetings – Week of February 8, 2016

<b>February 8, 2016 Monday</b>	UW Extension Education Committee	8:30 a.m.	UW Extension 864 Collins, Rm 12, Jefferson
	Drainage Board	9:30 a.m.	Jefferson County Courthouse Rm 202
	Farmland Conservation Easement Commission	12:30 p.m.	Jefferson County Courthouse Rm 203
<b>February 9, 2016 Tuesday</b>	Human Services Board	8:30 a.m.	Workforce Development 874 Collins, Rm 103, Jefferson
	County Board	7:00 p.m.	Jefferson County Courthouse Rm 205
<b>February 10, 2016 Wednesday</b>	No Scheduled County Meetings		
<b>February 11, 2016 Thursday</b>	Finance Committee	8:30 a.m.	Jefferson County Courthouse Rm 112
	Zoning Board of Adjustment – Site Inspections	10:45 a.m.	Jefferson County Courthouse Rm 203
	Zoning Board of Adjustment – Public Hearing	1:00 p.m.	Jefferson County Courthouse Rm 205
<b>February 12, 2016 Friday</b>	No Scheduled County Meetings		
<b>February 13, 2016 Saturday</b>	No Scheduled County Meetings		
<b>February 14, 2016 Sunday</b>	No Scheduled County Meetings		



**University Extension Education Committee Agenda  
Jefferson County  
864 Collins Road  
Room 12  
Jefferson WI 53549**

**DATE:** Monday, February 8, 2016

**TIME:** 8:30 a.m.

<b>Committee Members:</b>	Paul Babcock (Chair)	Ed Morse
	Glen Borland (Vice Chair)	Dick Schultz
	Peter Hartz (Secretary)	

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda (for possible rearrangement)
5. Approval of University Extension Education Committee minutes for January 11, 2016
6. Communications
7. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
8. Update, Discussion and Input on nEXT Generation Model
9. Discussion and possible action of a County Board Resolution on the nEXT Generation Proposal
10. Review of 2015 Departmental Budget - UW-Extension
11. Review and Update on the Administrative Specialist Position – UW-Extension
12. Discussion of Monthly Agent Reports – Sarah Torbert, LaVern Georgson, Steve Grabow, Kathleen Eisenmann
13. Discussion to Identify Future Agenda Topics
  - State WACEC Conference – June 20-21 in Wausau, WI
  - March 14 Meeting – Annual Accomplishment Review
  - April 11 Meeting – Matt Hanson, Southwest Region Director, visit
14. Adjourn
  - Next Scheduled Meeting: Monday, March 14, 2016

**A quorum of any Jefferson County Committee, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.**

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

***“Enriching people with knowledge, perspective, skills and aspirations. “University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.***

# JEFFERSON COUNTY FARM DRAINAGE BOARD

Monthly Board Meeting  
Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549

February 8, 2016  
9:30A.M.

## AGENDA

1. Call meeting to order
2. Pay bills
3. Motion to adjourn

*A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County board of Supervisors, may be present at this meeting.*

Special Needs Request - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



## ***Farmland Conservation Easement Commission Agenda***

***Jefferson County Courthouse***

***311 S Center Ave, Rm 203***

***Jefferson, WI 53549***

***Monday, February 8, 2016 @ 12:30 pm***

***Members: Margaret Burlingham (Chair), Walt Christensen (Vice Chair), Steve Nass (Secretary), Mariah Hadler, and Blane Poulson.***

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the February Agenda
5. Approval of the January 11, 2016 Meeting Minutes
6. Communications
7. Public Comment (members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and Possible Action on Purchase of Agricultural Conservation Easements (PACE) applications
  - Greg Wilke, Town of Waterloo
  - Cliff Haberman, Town of Milford
9. Discussion and Possible Action on Greg Wilke's Re-Appraisal
10. Discussion and Possible Action on Cliff Haberman's Re-Appraisal
11. Discussion on Jefferson County Land & Water Conservation Report on Baseline Documentation for Easements
12. Discussion on County Committee structure
13. Discussion on Future Events that the Farmland Conservation Easement Commission would like to participate in and Community Outreach
14. Discussion on Items for the Next Agenda
15. Next Scheduled Meetings:
  - \_\_\_\_\_, 2016 @ 12:30 in Room 203
16. Adjournment

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at (920) 674-7101 so appropriate arrangements can be made.

**Human Services Board Agenda  
Jefferson County  
Jefferson County Workforce Development Center, 874 Collins Road, Room 103  
Jefferson, WI 53549**

**Date: Tuesday, February 9, 2016 Time: 8:30 a.m.**

**Committee Members: Mode, Jim (Chair)**

**Jones, Dick (Vice Chair)**

**Kutz, Russell**

**Tietz, Augie**

**McKenzie, John (Secretary)**

**Crouse, Cynthia**

**Schultz, Jim**

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the February 9, 2016 Agenda
5. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
6. Approval of January 12, 2016 Board Minutes
7. Communications
8. Discussion of December, 2015 Financial Statement
9. Discuss and possibly approve carry over request
10. Discuss and Approve January, 2016 Vouchers
11. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging & Disability Resource Center
12. Discussion and Action on New Professional Contracts
13. Discussion and possible action on Resolution "In Support of the Wisconsin Department of Health Services Enhancing the Quality of the Medicaid Non-Emergency Medical Transportation system"
14. Proclamation Recognizing March as Professional Social Worker Month
15. Request for County Board Resolution Recognizing April as Child Abuse Prevention Month
16. Report from Birth to Three on NIATx project
17. Director's Report: Update on legislation
18. Discuss Updates from Wisconsin County Human Services Association.
19. Discuss potential agenda items for March board meeting.
20. Adjourn

Next Scheduled Meetings:

Tuesday, March 8, 2016 at 8:30 a.m.

Tuesday, April 12, 2016 at 8:30 a.m.

***A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County board of Supervisors, may be present at this meeting.***

**Special Needs Request** - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**AGENDA**

**JEFFERSON COUNTY BOARD MEETING**

**February 9, 2016                      7:00 p.m.**

**Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549**

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
5. **APPROVAL OF THE AGENDA**
6. **COMMUNICATIONS**
  - a. Treasurer's Monthly Report (January)
  - b. Treasurer's Monthly Report (February ) (Addendum)
  - c. Retirement Recognitions
  - d. Recognition of Oakdale Farms for jail food donations
  - e. Notice of Claim – We Energies
  - f. Zoning Committee – Notice of Public Hearing on Text Amendment, February 18, 2016
  - g. Zoning Committee – Notice of Public Hearing, February 18, 2016
  - h. Administration and Rules Committee – Suggestions for Amendments to CHAPTER III of the BOARD OF SUPERVISORS RULES OF ORDER 2016-2018
7. **PUBLIC COMMENT** (Agenda Items)
8. **ANNUAL REPORTS**
  - a. Community Dental Clinic – Barb Morrison Gudgeon
  - b. Literacy Council – Lynn M. Forseth
  - c. Rock River Free Clinic – Kristin Wallace
  - d. UW Extension Education – Steve Grabow
  - e. 2015 Committee Meeting Payments

**COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
9. **ADMINISTRATION AND RULES COMMITTEE**
  - a. Ordinance – Amend the Jefferson County Criminal Justice Collaborating Council Ordinance
  - b. Resolution – Purchase and Implement New Land Records Management System for Register of Deeds
  - c. Resolution – Supporting amendment to 2009 Wisconsin Act 50 and to support 2015 Assembly Bill 515
10. **FINANCE COMMITTEE**
  - a. Resolution – Disallowing the claims of Stacey Fenner, Eric & Sheryl Gilbert and T.L. Thompson Associates, Inc./State Farm Insurance/Heidi Wieder

11. HUMAN RESOURCES COMMITTEE
  - a. Ordinance – Amend Personnel Ordinance HR0450, Leave of Absence without Pay, providing authority to grant leave of absences greater than four months
  - b. Ordinance – Amend Personnel Ordinance HR0640, Health Insurance, to comply with State Health plan requirements regarding voluntary health insurance cancellations
  - c. Ordinance – Amend Ordinance 2013-26, establish a procedure to set elected official salaries (Addendum)
  - d. Resolution – Eliminate a vacant, full-time Mental Health Technician position and create a full-time Community Support Program Professional I/II position at Human Services
  - e. Resolution – Eliminate a part-time Public Health Nurse position and create a part-time WIC Registered Dietician/Registered Nurse position at the Health Department
12. PARKS COMMITTEE
  - a. Resolution – Authorize application for Outdoor Recreation Aids Grant
  - b. Resolution – Approving the Sale of Fermented Malt Beverages in County Parks
13. PLANNING AND ZONING COMMITTEE
  - a. Report – Approval of Petitions
  - b. Ordinance – Amend Zoning Ordinance
14. UW EXTENSION EDUCATION COMMITTEE
  - a. Resolution – Addressing the proposed reconfiguration of the University of Wisconsin Cooperative Extension program into multicounty regions - nEXT Model (Addendum)
15. PUBLIC COMMENT (General)
16. ANNOUNCEMENTS
17. ADJOURN

**NEXT COUNTY BOARD MEETINGS**  
**March 8, 2016 – 7:00 P.M. - ROOM 205**

**Finance Committee Agenda**  
**Jefferson County**  
Jefferson County Courthouse  
311 S. Center Avenue  
Room 112  
Jefferson, WI 53549

Date: Thursday, February 11, 2016

Time: 8:30 a.m.

Committee members:	Jones, Richard (Chair)	Poulson, Blane
	Braugher, James (Vice Chair)	Schroeder, Jim
	Hanneman, Jennifer (Secretary)	

Bid Opening at 9:00 a.m. for foreclosed properties.

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Finance Committee minutes for January 14, 2016
6. Communication
7. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action on granting the right of former owners to repurchase lands to which Jefferson County has taken title through delinquent tax enforcement collection, pursuant to Jefferson County Ordinance Number 2002-13 and State Statute section 75.35
9. Discussion and possible action on properties that did not meet the deadline for repurchase of lands to which Jefferson County has taken title through delinquent tax enforcement collection and setting appraised values.
10. Discussion and approval of setting appraised value and determining disposition of foreclosed properties with Federal Liens and set date for bids to be submitted
11. Discussion and possible action on Resolution disallowing the claim of Kent Sormrud.
12. Review of the financial statements and department update for Preliminary December 2015-Finance Department
13. Review of the financial statements and department update for Preliminary December 2015-County Clerk
14. Review of the financial statements and department update for Preliminary December-Treasurer
15. Review of the financial statements and department update for Preliminary December-Child Support
16. Discussion of funding for projects related to the new Highway Facilities or sale of old Highway Facilities
17. Discussion on 2015 projections of budget vs. actual
18. Update on contingency fund balance
19. Set future meeting schedule, next meeting date, and possible agenda items
20. Payment of invoices
21. Adjourn

Next scheduled meetings:

Tuesday, March 8, 2016 Regular Meeting (starting at 5:00 p.m.)
Thursday, April 14, 2016 Regular Meeting
Thursday, May 12, 2016 Regular Meeting
Thursday, June 9, 2016 Regular Meeting
Thursday, July 14, 2016 Regular Meeting

***A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.***

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# JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Dale Weis, Chair; Don Carroll, Vice-Chair; Janet Sayre Hoeft, Secretary  
Paul Hynek, First Alternate; Lloyd Zastrow, Second Alternate

**PUBLIC HEARING** *BEGINS AT 1:00 P.M. ON FEBRUARY 11, 2016 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE*

**CALL TO ORDER FOR BOARD MEMBERS** *IS AT 10:45 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

**SITE INSPECTION FOR BOARD MEMBERS** *LEAVES AT 11:00 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

1. *Call to Order-Room 203 at 10:45 a.m.*
2. *Roll Call (Establish a Quorum)*
3. *Certification of Compliance with Open Meetings Law Requirements*
4. *Approval of the Agenda*
5. *Approval of December 10, 2015 Meeting Minutes*
6. *Communications and Public Comment*
7. *Site Inspections – Beginning at 11:00 a.m. and Leaving from Room 203*  
*V1480-16 – Glen F Jr & Wendy Proeber, N6462 Shorewood Hills Rd, Town of Lake Mills*  
*V1481-16 – Philip J Knell, N4560 Warne Avenue, Town of Oakland*
8. *Public Hearing – Beginning at 1:00 p.m. in Room 205*
9. *Explanation of Process by Board of Adjustment Chair*

## NOTICE OF PUBLIC HEARING JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

**NOTICE IS HEREBY GIVEN** that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, February 11, 2016 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Matters to be heard are applications for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; discussion and possible action shall be occur after public hearing on the following:

**V1480-16 – Glen F Jr & Wendy L Proeber:** Variance from Sec 11.09 of the Jefferson County Zoning Ordinance to allow alterations in excess of 50% of the structural members and allow expansion of the footprint in excess of 50% for the residence at N6462 Shorewood Hills Rd, Town of Lake Mills. Variance from Sec. 11.10(5)(d) to sanction an existing porch closer than 75 feet from the ordinary high water mark, and for expansion of that porch, all on PIN 018-0713-1521-025 (0.354 Acre) in a Residential R-1 zone.

**V1581-16 – Philip J Knell:** Variance from Sec 11.09 of the Jefferson County Zoning Ordinance to allow alterations in excess of 50% of the structural members and allow expansion of the footprint by more than 50% for the residence at N4560 Warne Avenue. Also variance from Sec 11.09 to allow a reduction in highway setback requirements, all on PIN 022-0613-0533-025 (0.181 Acre) in an R-1 zone in the Town of Oakland.

**10. Discussion and Possible Action on Above Petitions**

**11. Adjourn**

**If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).**

**I. JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT**

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Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so appropriate arrangements can be made.

*A digital recording of the meeting will be available in the Zoning Department upon request.*